 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	OP-01	Board of Directors
	Policy Name	Approval Date
	Ethical Purchasing	Dec. 2, 2022
	Responsible	Scheduled Review
	Finance and Audit Committee	2 years

Purpose


The purpose of this policy is to promote accountability for ethical and sustainable choices when the Capilano Students' Union purchases goods, services, and resources.

Scope

This policy applies to anyone who engages in sourcing, purchasing, procurement, or investments on behalf of the Capilano Students' Union.

Principles

- 1. Priority Investments:** In addition to the policy principles set out below, we prioritize investing in goods, services, and resources provided by Indigenous-owned businesses and organizations.
- 2. Business Ethics:** We prioritize relationships with vendors who ensure safe and healthy workplaces for the people who make products and deliver services for the Capilano Students' Union, where civil and human rights conditions comply with the [conventions of the International Labour Organization](#).
- 3. Environmental Sustainability:** We prioritize products and services that have a lesser impact on human health and the environment when compared with competing products or services; assessment criteria include recycled content, packaging, and energy efficiency, and these criteria are evaluated based on all stages of the life-cycle of the product or service (including transportation).
- 4. Responsible Stewardship:** Members expect that student society fee revenue is used responsibly. The executive director is responsible for ensuring that the management and implementation of this policy are aligned with the budgeted resources that have been approved by the board.
- 5. Remediation.** Where efforts to comply with this policy have been exhausted, but a purchase is nevertheless required, (a) we shall take steps to mitigate the ethical or environmental impact of the purchase, and (b) the executive director shall

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provide a report, on a semesterly basis, on non-compliant purchases and our remediation activities to the finance and audit committee.

Delegation

The board delegates the administration of this policy, and the authority to create an ethical purchasing program and procedures, to the executive director.

Review and Monitoring

The finance and audit committee monitors compliance with this policy and is responsible for reviewing this policy every two years and recommending necessary updates to the board. The executive director must provide appropriate records to support the monitoring and evaluation process.

Related Laws, Policies, and Procedures

- [Policy OP-02: Responsible Investing Policy](#) (Capilano Students' Union)
- [Procedures OP-01.1: Ethical Purchasing Procedures](#) (Capilano Students' Union)
- [Procedures OP-01.2: Supplier Code of Conduct](#) (Capilano Students' Union)
- [Fundamental Labour Conventions](#) (International Labour Organization)